PHILIP MORRIS USA INTER-OFFICE CORRESPONDENCE

Riverfront Plaza, East Tower, 8th floor, 951 E. Byrd Street, Richmond, Va. 23219

TO: Jose Fontanez **DATE:** November 18, 1999

FROM: Ginger Killom & Roy Reynolds

SUBJECT: Year 2000 Business Area Review and Approval
Business Partner Assessment Effort
of MERV GRIFFIN PRODUCTIONS
Criticality Tier 3
Business Area - Marketing - Events

The attached Business Partner File contains the Year 2000 readiness assessment and supporting documents for **Merv Griffin Productions.** Based upon the information received from this Business Partner, it is our position that the desired level of completion has been achieved and that no further assessment effort is required.

Based on your review of the file, please check and complete the appropriate block below. Return the signed form to me for disposition.

☒ I have reviewed the attached file and concur that no further assessment is required. I approve the close-out of this Business Partner File.(Re-assessment may be directed in the event that new information is received about the Business Partner's year 2000 readiness.)

☐ I have reviewed the attached file and request the following additional actions be taken:

Business Area Director/Manager Signature & Date

Jose Fontanez

Tier 1 requires Director approval

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Source: https://www.industrydocuments.ucsf.edu/docs/ktkm0004